



CITY COUNCIL AGENDA

September 27, 2021 – 6:00 p.m.

EDA / City Council Meetings; followed by Work Session

City Council Chambers

310 Elm Street W.

Norwood Young America, MN 55368

ECONOMIC DEVELOPMENT AUTHORITY

1. Call Meeting of Economic Development Authority to Order
 - 1.1 Pledge of Allegiance
 2. Approve Agenda
 - 1.2 Approve minutes of August 23, 2021 meeting
 3. Approve to Cancel Resolution 2103, Public Hearing Regarding Land Conveyance and Associated Business Subsidy to YMI Properties, LLC
 4. Approve Resolution 2104, Authorizing the Levy of a Special Benefit Levy Pursuant to Minnesota Statutes, Section 469.033, Subdivision 6 and Approval of the Budget for Fiscal Year 2022.
 4. Adjournment
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CITY COUNCIL

1. Call City Council to Order
2. Approve Agenda
3. Introductions, Presentations, Proclamations, Awards, and Public Comment
(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
4. Consent Agenda
(NOTE TO THE PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)
 - 4.1 Approve minutes of September 13, 2021 meeting
 - 4.2 Approve payment of Claims
5. Public Hearing
 - 5.1 Approve to Cancel Resolution 2103, Public Hearing Regarding Land Conveyance and Associated Business Subsidy to YMI Properties, LLC
6. Old Business
7. New Business
 - 7.1 Review Proposed Land Purchases for Tacoma West Industrial Park
 - 7.2 Approve Selection of City Administrator Candidates for Interview
 - 7.3 Review Second Avenue Infrastructure Phase II Project Street Widths
 - 7.4 Approve awarding quote for Water Tower Removal
 - 7.5 Approve awarding quote for hockey lights
 - 7.6 Approve awarding quote for sidewalks
 - 7.7 Approve Preliminary Property Tax Levy and General Fund Budget
 - 7.7.1 Approve Resolution 2021-23, A Resolution Adopting 2021 Preliminary Property Tax Levy for the City of Norwood Young America for Collection in 2022.
 - 7.7.2 Approve Resolution 2021-24, A Resolution Adopting the 2022 Preliminary General Fund Operating Budget for the City of Norwood Young America.

7.7.3 Schedule the Truth in Taxation public hearing on the 2022 Property Tax Levy and Budget for 6:00 p.m., December 6th, 2021.

8. Council Member & Mayor and Staff Reports

9. Adjournment

The following informational items have been included in the Council packet for informational purposes, council review and discussion. No action is required by the City Council. Carver County Sheriff's Office June Report

UPCOMING MEETINGS / EVENTS

October 5	Planning Commission – 6:00 p.m.
October 11	City Council – 6:00 p.m.
October 13	Economic Development Commission – 6:00 p.m.
October 19	Finance Committee 3:00 p.m.
October 19	Parks and Recreation Commission – 4:45 p.m.
October 21	Senior Advisory Committee – 9:00 a.m.
October 25	Work Session, EDA, City Council – 6:00 p.m.

WORK SESSION

1. Call Meeting of City Council Work Session to Order
2. Approve Agenda
3. Discuss Public Lake Access
 - Carver Co WMO
4. Adjournment



ECONOMIC DEVELOPMENT AUTHORITY MINUTES

August 23, 2021– 6:00 PM

City Council Chambers

310 Elm Street West

Norwood Young America MN 55368

Attendance:

ATTENDEES: Carol Lagergren, Craig Heher, Alan Krueger, Mike McPadden, Charlie Storms

STAFF: Angela Brumbaugh – City Clerk/Treasurer, Karen Hallquist – Economic Development/Marketing Director, Tony Voigt – Public Services Director, Cynthia Smith Strack (Consultant for City Planning)

OTHERS: Timothy Fahey (ReMax Realtor), John Behnke (ReMax Realtor), Michael Heunek (4.0 School Services), David Zabel (St. John's Lutheran Church)

1. Call EDA Meeting of City Council to Order:

Mayor Lagergren called the EDA meeting to order at 6:00 PM. All members present.

1.1. Pledge of Allegiance

2. Approve Agenda

Motion: CH/CS to approve the agenda as submitted. Motion passed 5-0.

2.1 Approve minutes of July 26, 2021 meeting

Motion CH/MM to approve the minutes as submitted. Motion passed 5-0.

3. Approve Resolution 2103, Calling for a Public Hearing Regarding Land Conveyance and Associated Business Subsidy to YMI Properties, LLC

Hallquist shared a request to call for the City Council to call for a Public Hearing regarding YMI Properties, LLC.

Motion: CS/MM to authorize a posting notice and preparation of documentation for a public hearing on September 27, 2021, for the sale of land for a potential Yeager Machine expansion and the establishment of a TIF District to provide financing for that sale. Motion passed 5-0.

4. Adjournment

Motion: CS/MM to adjourn at 6:03 PM. Motion passed 5-0.

Respectfully submitted,

Carol Lagergren, Mayor

Karen Hallquist, ED/Marketing Director



TO: Norwood Young America Economic Development Authority
FROM: Karen Hallquist, Economic Development Marketing Director
DATE: September 27, 2021
SUBJECT: Request to Cancel Public Hearing Resolution No. 2103 – YMI Properties, LLC

YMI Properties has requested to renegotiate the Redevelopment Agreement for a TIF District at 419 Tacoma Circle to a straight Purchase Agreement which does not require a business subsidy, therefore, the requirement for a public hearing is not necessary.

Recommended Motion:
Motion to cancel the public hearing of Resolution No. 2103.



TO: President Lagergren and EDA Commissioners
FROM: Angela Brumbaugh, City Clerk-Treasurer
DATE: September 27, 2021
SUBJECT: Resolution 2104, Special Benefit Levy

Enclosed is Resolution 2104, approving a special benefit levy to be collected in 2022 for the purpose of paying toward the 2022 debt service obligation for the Tacoma West Industrial Park project.

Proposed is to budget and levy \$63,282 which represents 0.0185% of the city's taxable market value for pay 2022.

Recommended Motion:

Motion to approve Resolution 2104, Authorizing the Levy of a Special Benefit Levy Pursuant to Minnesota Statutes, Section 469.033, Subdivision 6 and Approval of the Budget for Fiscal Year 2022.

Norwood Young America

**NORWOOD YOUNG AMERICA
ECONOMIC DEVELOPMENT AUTHORITY**

RESOLUTION NO. 2104

**AUTHORIZING THE LEVY OF
A SPECIAL BENEFIT LEVY PURSUANT TO MINNESOTA STATUTES,
SECTION 469.033, SUBDIVISION 6 AND APPROVAL
OF A BUDGET FOR FISCAL YEAR 2022**

WHEREAS, pursuant to Resolution No. 1997-03, adopted by the City Council of the City of Norwood Young America, Minnesota (the "City") and Minnesota Statutes, Sections 469.090 through 469.1082, the City created the Norwood Young America Economic Development Authority (the "Authority"); and

WHEREAS, pursuant to Resolution No. 2006-46 adopted by the City Council of the City on May 8, 2006, the Authority has the ability to exercise all powers and duties of a housing and redevelopment authority under the provisions of Minnesota Statutes, Sections 469.001 to 469.047 (the "HRA Act"); and

WHEREAS, Section 469.033, Subdivision 6, of the HRA Act permits the Authority to levy and collect a special benefit tax of up to 0.0185 percent of taxable market value in the City, levied upon all taxable real property within the City; and

WHEREAS, the Authority desires to levy a special benefit tax in the amount of 0.0185 percent of taxable market value in the City; and

WHEREAS, the Authority has entered into an interfund loan in the amount of \$1,519,330 to finance the development of an industrial park project and certain related marketing costs under the HRA Act (the "Interfund Loan"), all pursuant to Resolution No. 0602 adopted by the Authority on June 12, 2006 approving the Interfund Loan (the "Interfund Loan Resolution"); and

WHEREAS, under the Interfund Loan Resolution, the Authority pledged to levy its special benefits tax for the payment of principal and interest on the Interfund Loan; and

WHEREAS, the Authority has determined to adopt a budget for fiscal year 2022 that provides for levy of the special benefits tax in amount of 0.0185 percent of taxable market value to be used for the payment of principal and interest on the Interfund Loan; and

NOW, THEREFORE, Be It Resolved by the Board of Commissioners ("Board") of the Norwood Young America Economic Development Authority as follows:

1. The Board hereby approves a budget of \$63,282 in proceeds of special benefits tax to be collected in 2022, for the payment of principal and interest on the Interfund Loan.

2. Staff of the Authority is hereby authorized and directed to file the budget with the City in accordance with Minnesota Statutes, Section 469.033, Subdivision 6.
3. There is hereby levied a special benefit tax pursuant to Minnesota Statutes, Section 469.033, Subdivision 6, in the amount equal to the lesser of a levy at a rate of 0.0185 percent of taxable market value in City, or \$63,282 with respect to taxes payable in calendar year 2021.
4. Staff of the Authority is hereby authorized and directed to take such other actions as are necessary to levy and certify such levy.

Approved by the Board of Commissioners of the Economic Development Authority of Norwood Young America, Minnesota this 27th day of September 2022.

Carol Lagergren, President

Attest:

Angela Brumbaugh, City Clerk-Treasurer



CITY COUNCIL MINUTES
September 13, 2021— 6:00 PM
City Council Chambers
310 Elm Street West
Norwood Young America MN 55368

ATTENDEES: Carol Lagergren, Craig Heher, Alan Krueger, Mike McPadden, Charlie Storms

STAFF: Angela Brumbaugh – City Clerk/Treasurer, Karen Hallquist – Economic Development/Marketing Director, Tony Voigt – Public Services Director

OTHERS: David Zabel (St. John's Lutheran Church), Eric Anderson and Lisa Solberg, John Edison (Rupp, Anderson, Squires and Waldspurger), Cali Gutknecht, Emily Trocke, and Christopher Corrigan

1. Call Meeting of City Council to Order

Meeting was called to order by Mayor Lagergren at 6:03 pm with all members present.

2. Approve Agenda

Motion: CS/MM to approve the agenda as submitted. Motion passed 5-0.

3. Introductions, Presentations, Proclamations, Awards, and Public Comment - None

4. Consent Agenda

4.1 Approve minutes of August 23, 2021 meeting

4.2 Approve payment of claims

4.3 Approve termination of seasonal employees – Kyle Peterson and Logan Smith as of September 3, 2021

Motion: CS/CH to approve consent agenda as presented. Motion passed 5-0.

5. Public Hearings - None

6. Old Business

6.1. Discuss St. John's Pavement Project Request

Information was shared on past practice of the city to not reimburse storm drain repair/replacement on private property. Additional information was received from Zabel on an estimate from J&W Asphalt for paving the 520 square foot section of the project that is part of Main Street at a cost of \$4395. Estimate from Wm. Muellers included \$1500 for grading and material gravel and \$4500 for the asphalt. Estimate from Voigt included \$576 for asphalt with all work completed by city staff.

Motion: MM/CS to reimburse \$1500 to St. John's School to cover the cost of road repair. Motion passed 4-1 with Heher voting no.

6.2. Preparing Old Town Repair Plans

Voigt reported that only 1 quote was received for the scope of work requested by the RFQ. Three other contractors shared that they were too busy to provide a quote at this time. Voigt asked for direction on next steps for the project. Discussion included repair versus rebuilt. Request from the Council to seek an architect design to include total cost for tear down and rebuild. Recommendation to move to the Parks and Recreation Commission to gather community feedback on options to repair using volunteer workers. City staff to contact City Attorney regarding legal guidelines for using volunteer workers on city property.

7. New Business

7.1 Request to Purchase City Land at 845 Lakewood Trail

Lagergren shared request from Eric Anderson and Lisa Solberg to purchase a portion of city property south of their current lot line. Request is based on a shed and garden that are currently on city property. Voigt shared the city staff concerns of access to a pipe that runs directly under the shed as well as access to the area around the lake behind the property. Anderson and Solberg shared that they were told by the developer their property extended further south and that they contacted the city prior to building in 2017 and were told no extra paperwork was required at that time.

Motion: CH/MM to require property owners to move the shed and garden onto their property by June 1, 2022. Motion passed 5-0.

7.2 West Carver Pool Update

7.2.A. Season Update - Brumbaugh shared information on pool attendance, lessons, and the pool budget (\$33,455 revenue and \$54,828 expenses to date). Additional information on current inventory and the need for an additional lifeguard chair for 2022.

Motion: AK/CS to approve the purchase of a lifeguard chair in the amount of \$649 and umbrella in the amount of \$87.44.

7.2.B. Lap Pool Resurface Project - Voigt shared information on the need to replace the water line tile and replace the plaster on the pool with a product that does not contain quartz (which creates a rough surface that causes cut and scraped toes). The current budget for this project is \$85,000 in the capital project/equipment plan. The project will be completed in the spring.

Voigt shared additional information on the potential cost of a pool renovation to include a zero depth entry and splash pad. Approximate cost is \$500,000 which is dependent on features and layout.

Motion: CS/AK to hire Go Get Fred to resurface the lap pool in the amount of \$70,302.50.

7.3 Approve Auditor Contract for 2021-2023

Brumbaugh shared information from Abdo Eick & Meyers for a new three year contract for 2021-2023. The increase in cost would be 2.47% in 2021, 2.41% in 2022, and 2.36% in 2023. Brumbaugh shared the value of remaining with the current firm since they have a history with the city and they are able to offer a variety of services within one company.

Motion: MM/CH to enter into a three year contract with AEM for auditing, TIF reporting and financial planning services for 2021-2023. Motion passed 5-0.

7.4 Approve new hire for Temporary PT Office Assistant and PT Custodian

Brumbaugh shared information on the interview process. This was reviewed and approved by the Personnel Committee.

Motion: MM/CH to approve hiring Barbara McNamara for the PT Custodian position at Step 1 of Pay Grade 5 – Custodian at \$13.86 per hour upon completion of a background check. Motion passed 5-0.

Motion: MM/CH to approve hiring Eloise Swanson for the PT Temporary Office Assistant position at Step 4 of Pay Grade 6 at \$15.67 per hour upon completion of a background check with an end date of December 31, 2021. Motion passed 5-0.

7.5. Update on Small Cities Development Grant

Hallquist shared information on two properties that have submitted the initial applications but failed to follow through with providing the necessary information for setting up inspections, tenant financial information, mortgage documents, etc. Carver County CDA has a protocol for failure of program commitments to provide a 30 day notice via regular mail and followed up with an email. Recommendation to follow the protocol for these two businesses to potentially make the monies available for other interested parties.

Motion: CS/AK to approve sending a certified letter to the two non-compliant applicants with the explanation that they have 30 days to provide the necessary documents to the Carver County CDA for the Small Cities Development Program Grant in order to proceed with the benefit program or their file will be permanently closed. Motion passed 5-0.

7.6 Preliminary Budget and Levy Discussion

Brumbaugh shared updates to the Draft Budget provided to the City Council in July 2021. Based on discussions at that meeting and with the city auditor, the following changes were made:

- Addition to the EDC Budget of \$5,800 to include billboard displays, movie theater advertising, packets for developers, and welcome packets for businesses and residents.

- Addition to Professional Services – Cemetery of \$10,000 to include additional repair of monuments at Mau Cemetery.
- Decrease of \$150,000 for GO Bond 2021A since the initial payment won't be until 2023. Addition of \$802 to the interest payment on this bond for 2022.
- Decrease of \$62,586 from Sewer Fund for the in GO Bond 2021A since the initial payments won't be until 2023.
- Decrease of \$114,200 to the property tax levy based on the above changes.
- Increase \$35,000 to the Capital Replacement Fund for Legion Park Playground equipment.

These changes increase the anticipated levy from 3.19% (\$95,498) in the original draft budget to 3.58% (\$1,606,558). Since taxable market value went up 4.19% in the community in 2022, the actual increase to most taxpayers should be negligible unless additional home improvements significantly changed their home value.

7.7 Review Basic PELRA requirements

Edison of Rupp, Anderson, Squires & Waldspurger shared the following information as an introduction to collective bargaining:

- Terms and conditions of employment for employees in a bargaining unit must be negotiated with the "exclusive representative". Terms and conditions include the following: the hours of employment, the compensation therefor including fringe benefits except retirement contributions or benefits other than employer payment of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the employer's personnel policies affecting the working conditions of the employees.
- A public employer is not required to meet and negotiate on matters of inherent managerial policy. These include, but are not limited to, such areas of discretion or policy as the functions and programs of the employers, its overall budget, utilization of technology, the organizational structure, selection of personnel, and direction and the number of personnel.
- The city and the exclusive representative must negotiate a written contract setting the terms and conditions of employment for employees who are in the bargaining unit. This must include grievance procedures that include binding arbitration related to grievances of written disciplinary action.
- There are specific provisions outlining conduct by both employers and employees that are considered unfair labor practice. For the employers these include: interfering, restraining or coercing employees who attempt to exercise their rights; interference with the formation, existence or administration of a union; refusing to meet and negotiate in good faith; refusing to follow the grievance procedures; refusing to comply with binding arbitration. For the employees these include: restraining or coercing an employee in the exercise of rights; refusing to meet and negotiate in good faith; refusing to comply with binding arbitration; engaging in an unlawful strike.

Edison also include discussion on the following best practice strategies: assigning a designated bargaining team; treat all members of the bargaining groups with respect; limit the length of sessions to no more than two hours and schedule the next meeting before adjourning; narrow issues as the negotiations proceed (the funnel effect); all proposals are made in writing; tentative agreements on individual items are documented in writing and contingent on the settlement of the entire collective bargaining agreement.

7.8. Closed session pursuant to MN Statute Section 13D.03 to discuss labor negotiations strategy.

Lagergren shared: The next item on the agenda is a closed session pursuant to MN Statutes Section 13D.03.

While in closed session, the City Council will engage in a discussion of strategy for labor negotiations.

Motion: CS/CH to close the open meeting at 7:58 PM. Motion passed 5-0.

Lagergren re-opened public meeting at 8:27 PM.

7.9 Approve designation of City Bargaining Team to conduct negotiations.

Discussion on selecting the members of the City Bargaining Team.

Motion: MM/CS to appoint Carol Lagergren, Craig Heher, Angela Brumbaugh and John Edison to the City Bargaining Team. Motion passed 5-0.

8. Council Member and Mayor and Staff Reports

McPadden: Economic Development Commission reviewed the following: updates on Industrial Park signage, the revolving loan fund, Manufacturers Day, the streetscape project and the upcoming videotaping on part 2 of the city marketing video.

Heher: Planning Commission reviewed the following: Sports Court and agreement with Yeager Machines for purchase of land in the Industrial Park

Storms: None

Krueger: Senior Advisory Commission reviewed the following: re-opening of the Senior Center and the City Bus.

Stiftungsfest reviewed the following: successful weekend with more information regarding specifics after the next meeting

Lagergren: Updates on the Highway 212 Phase 2 Expansion project team meetings; update from Ecument on renewing their three year contract; updates from DDA on the city administrator search.

9. Adjournment

Motion: MM/CS to adjourn at 8:37pm. Motion passed 5-0.

Respectfully Submitted,

Angela Brumbaugh, City Clerk/Treasurer

Carol Lagergren, Mayor



more than a place. it's home.

**VOUCHER LIST / CLAIMS ROSTER
and CHECK SEQUENCE**

To Be Approved: September 27, 2021

Payroll EFT

Check #	506854 - 506870	\$	17,435.50
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Voided Checks

Check #	31707	Reissued with claims	\$	(465.00)
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Prepays

Check #	
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Claims Pending Payment

Check #	32293 - 32342	\$	53,164.74
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Wire Transfer

Cardmember e-check

Grand Total	\$	<u>70,135.24</u>
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CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 092721claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
32293	09/27/21	212 EQUIPMENT			
E 101-45200-221		Repair/Maintenance Equip	\$18.99	2627	parts-weed whip
E 101-45200-212		Motor Fuels	\$34.93	2636	shop supplies
		Total	\$53.92		
32294	09/27/21	ADC SERVICES LLC			
E 101-45200-208		Medical-Physicals	\$13.00		
E 601-49400-208		Medical-Physicals	\$13.00		
E 602-49450-208		Medical-Physicals	\$13.00		
E 101-43100-208		Medical-Physicals	\$13.00	299021	drug test laboratory
		Total	\$52.00		
32295	09/27/21	ADVANCED POWER SERVICES INC			
E 602-49450-221		Repair/Maintenance Equip	\$3,685.00	3072	Generator maintenance
		Total	\$3,685.00		
32296	09/27/21	ALL FLAGS. LLC			
E 833-45250-470		Donation Expense	\$354.41		flags - Legion
E 832-45250-470		Donation Expense	\$354.42	757726	flags - VFW
		Total	\$708.83		
32297	09/27/21	AMERICAN TEST CENTER			
E 101-42200-221		Repair/Maintenance Equip	\$935.00	2211864	test Ladder #11
E 602-49450-221		Repair/Maintenance Equip	\$225.00	2211866	test Crane
		Total	\$1,160.00		
32298	09/27/21	ASPEN MILLS			
E 101-42200-417		Uniform	\$415.70	279777	patches on jackets
		Total	\$415.70		
32299	09/27/21	CARDMEMBER SERVICE			
E 101-41110-350		Print/Publishing/Postage	\$84.00		Vimeo-post videos on line
E 101-41400-430		Miscellaneous	(\$179.00)		B2B return
E 101-41320-350		Print/Publishing/Postage	\$451.20		postage newsletter
E 101-41400-350		Print/Publishing/Postage	\$25.00		stamps
E 101-41320-350		Print/Publishing/Postage	\$14.00		nuisance letters
E 101-41400-200		Office Supplies	\$81.80		office equipment
E 101-41110-350		Print/Publishing/Postage	\$42.00		Council email
E 101-49860-210		Operating Supplies	\$7.99		Pool test supplies
E 101-45200-223		Repair/Maintenance Bldg/	\$71.81		wasp killer
E 101-43100-210		Operating Supplies	\$26.89		office supplies-streets
E 101-43100-321		Telephone	\$98.65		phone accessories
E 101-49860-210		Operating Supplies	(\$46.63)		pool test supplies
E 101-45200-223		Repair/Maintenance Bldg/	\$1,103.30		ballfield bases for parks
E 101-49860-223		Repair/Maintenance Bldg/	\$29.74		pool parts & testing supplies
E 101-43100-207		Training Instructional	\$35.00		tree insp. Recertification
E 101-43100-207		Training Instructional	\$155.00		
E 101-45200-221		Repair/Maintenance Equip	\$99.99		fuel pump in 1801
E 601-49400-350		Print/Publishing/Postage	\$4.80		postage

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 092721claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$2,105.54		
32300	09/27/21	CARQUEST AUTO PARTS			
E 101-42200-210		Operating Supplies	\$129.88	236014	battery - FD
E 101-42200-210		Operating Supplies	\$143.99	236271	battery - FD
Total			\$273.87		
32301	09/27/21	CARVERLINK - CARVER CO BROADBA			
E 601-49400-321		Telephone	\$84.34		
E 602-49450-321		Telephone	\$44.34		
E 101-42200-321		Telephone	\$84.34		
E 101-43100-321		Telephone	\$87.04		
E 101-45200-321		Telephone	\$37.30		
E 101-49860-321		Telephone	\$22.17		
E 101-41940-321		Telephone	\$106.51		
E 101-41300-321		Telephone	\$63.90		
E 101-41320-321		Telephone	\$63.90		
E 101-41400-321		Telephone	\$63.90		
E 101-46500-321		Telephone	\$21.30		
E 101-42100-321		Telephone	\$106.50		
E 101-45500-321		Telephone	\$106.50		
E 101-41940-321		Telephone	\$150.86	2883	
Total			\$1,042.90		
32302	09/27/21	CENTERPOINT ENERGY			
E 602-49450-383		Gas Utilities	\$6.10	09/07/21	
Total			\$6.10		
32303	09/27/21	CITIZEN STATE BANK HSA ACCTS			
G 101-21718		HSA ACCOUNT	\$766.66		September 2021
Total			\$766.66		
32304	09/27/21	CONCENTRA			
E 602-49450-208		Medical-Physicals	\$80.25		
E 601-49400-208		Medical-Physicals	\$80.25	103426418	
Total			\$160.50		
32305	09/27/21	CORE AND MAIN			
E 601-49400-437		Maintenance Contract	\$2,400.00	P558220	Flexnet softwear support
Total			\$2,400.00		
32306	09/27/21	DAVID BLEICHNER			
E 101-49015-314		Contracts Payments	\$800.00	151331	August mowing cemeteries
Total			\$800.00		
32307	09/27/21	DELTA DENTAL			
G 101-21714		Dental Insurance	\$1,506.75	RIS00037020	
Total			\$1,506.75		
32308	09/27/21	DROEGE, BRAD			
E 101-42200-210		Operating Supplies	\$234.44	64257216	Bound Tree med supplies

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 092721claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$234.44		
32309	09/27/21	EHLERS AND ASSOCIATES, INC			
E 101-41500-310		Other Professional Servic	\$531.25		Sacket Waconia
E 101-41500-310		Other Professional Servic	\$93.75		Yeager
E 101-41500-310		Other Professional Servic	\$4,500.00	88198	Yeager
E 101-41500-310		Other Professional Servic	\$187.50	88215	Greenwood
Total			\$5,312.50		
32310	09/27/21	EISCHENS HOME FINISHING			
E 101-41000-432		Refund	\$1,200.00	346	curb in Preserve
Total			\$1,200.00		
32311	09/27/21	EROSION PRODUCTS, LLC			
E 101-45200-223		Repair/Maintenance Bldg/	\$144.00	10719	Wilson St sidewalk
Total			\$144.00		
32312	09/27/21	ESS BROTHERS & SONS INC			
E 101-43100-430		Miscellaneous	\$879.10	BB7720	mountable curb
Total			\$879.10		
32313	09/27/21	FASTENAL COMPANY			
E 101-43100-221		Repair/Maintenance Equip	\$21.86	70557	T6 repair
Total			\$21.86		
32314	09/27/21	FEJFAR, NICKOLAS			
R 601-49400-36200		Miscellaneous Revenues	\$13.19		utility refund
Total			\$13.19		
32315	09/27/21	HOLTON ELECTRIC CONTRACTORS			
E 602-49450-223		Repair/Maintenance Bldg/	\$367.50	3680	Trilane lift -power outage
Total			\$367.50		
32316	09/27/21	JAUS, RODNEY			
E 601-49400-406		LICENSES	\$23.00	9/7/21	Class C water
Total			\$23.00		
32317	09/27/21	KENNEDY & GRAVEN CHTD			
E 101-46500-304		Legal Fees	\$88.00	NR275-0006	Waconia Manf. TIF
Total			\$88.00		
32318	09/27/21	LANO EQUIPMENT OF NORWOOD, INC			
E 101-43100-221		Repair/Maintenance Equip	\$74.28	65915	Bobcat filter
Total			\$74.28		
32319	09/27/21	MARCO TECHNOLOGIES LLC			
E 101-41400-437		Maintenance Contract	\$154.00	9142652	
E 101-41400-437		Maintenance Contract	\$1,584.38	9156388	computer management
Total			\$1,738.38		
32320	09/27/21	MINI BIFF			
E 101-45200-418		Other Rentals (Biffs)	\$132.60	A-126681	

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 092721claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$132.60		
32321	09/27/21	MINNESOTA VALLEY TESTING LAB			
E 602-49450-217		Lab Fees	\$98.30	1106546	
E 602-49450-217		Lab Fees	\$37.10	1107256	
Total			\$135.40		
32322	09/27/21	NORTHWOODS BANK			
G 101-21718		HSA ACCOUNT	\$166.67		September 2021
Total			\$166.67		
32323	09/27/21	NORWOOD ELECTRIC INC			
E 602-49450-223		Repair/Maintenance Bldg/	\$97.22	17101	replace outlet/Trilane lift station
Total			\$97.22		
32324	09/27/21	NORWOOD YOUNG AMERICA TIMES			
E 101-41500-310		Other Professional Serv	\$90.72	853011	Yeager
E 101-41500-310		Other Professional Serv	\$62.92	853012	Yeager
Total			\$143.64		
32325	09/27/21	OLD NATIONAL BANK			
G 101-21718		HSA ACCOUNT	\$175.67		September 2021
Total			\$175.67		
32326	09/27/21	OPTUM BANK			
G 101-21718		HSA ACCOUNT	\$465.34		September 2021
Total			\$465.34		
32327	09/27/21	PERA			
E 101-42200-444		Fire Relief	\$1,349.00		Firefighters
Total			\$1,349.00		
32328	09/27/21	QUILL CORPORATION			
E 101-41400-200		Office Supplies	\$565.91	19314978	
Total			\$565.91		
32329	09/27/21	RAMOS, ROBERT			
R 601-49400-36200		Miscellaneous Revenues	\$6.16		utility refund
Total			\$6.16		
32330	09/27/21	SAM'S TIRE SERVICE			
E 101-45200-221		Repair/Maintenance Equip	\$370.00	176347	Replace tires on 2001
Total			\$370.00		
32331	09/27/21	SECURITY BANK & TRUST			
G 101-21718		HSA ACCOUNT	\$680.00		September 2021
Total			\$680.00		
32332	09/27/21	THE SHERWIN-WILLIAMS CO.			
E 101-41940-223		Repair/Maintenance Bldg/	\$1,224.90	8088-1	Graffiti coating Willkommen
E 101-41940-223		Repair/Maintenance Bldg/	\$919.95	9409-1	Willkommen grandstand/Pavilion primer

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 092721claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$2,144.85		
32333	09/27/21	SOUTH POINT FINANCIAL			
G 101-21718		HSA ACCOUNT	\$333.33		September 2021
Total			\$333.33		
32334	09/27/21	ST. JOHNS LUTHERAN CHURCH			
E 101-43100-430		Miscellaneous	\$1,500.00		parking lot
Total			\$1,500.00		
32335	09/27/21	TELLERS, ALICE			
R 601-49400-36200		Miscellaneous Revenues	\$23.33		utility refund
Total			\$23.33		
32336	09/27/21	TOP NOTCH TURF			
E 101-41940-223		Repair/Maintenance Bldg/	\$410.00		NORDEN092 city hall mowing
Total			\$410.00		
32337	09/27/21	UNCOMN TAP LINE CLEANING			
E 101-41940-223		Repair/Maintenance Bldg/	\$50.00	22932	Kegerator-pavilion
Total			\$50.00		
32338	09/27/21	UNUM LIFE INSURANCE CO			
G 101-21715		Life Ins	\$117.22	09/13/21	
Total			\$117.22		
32339	09/27/21	US POSTAL SERVICE			
E 601-49400-350		Print/Publishing/Postage	\$144.74		October utility bills
E 602-49450-350		Print/Publishing/Postage	\$144.74		
E 603-49500-350		Print/Publishing/Postage	\$144.75		
Total			\$434.23		
32340	09/27/21	WM MUELLER & SONS INC			
E 101-45200-223		Repair/Maintenance Bldg/	\$196.08	269705	black dirt-Wilson St sidewalk
E 101-43100-224		Street Maint Materials	\$575.28	269706	blacktop patching material
E 101-45200-223		Repair/Maintenance Bldg/	\$161.76	269866	black dirt-Wilson St sidewalk
E 101-43100-224		Street Maint Materials	\$576.72	269938	blacktop patching material
Total			\$1,509.84		
32341	09/27/21	XCEL ENERGY			
E 101-41940-381		Electric Utilities	\$2,871.32		
E 101-42200-381		Electric Utilities	\$622.97		
E 101-42500-381		Electric Utilities	\$11.46		
E 101-43100-380		Street Lighting	\$5,926.71		
E 101-43100-381		Electric Utilities	\$366.46		
E 101-45200-381		Electric Utilities	\$898.83		
E 101-45500-381		Electric Utilities	\$1,571.46		
E 601-49400-381		Electric Utilities	\$250.08		
E 602-49450-381		Electric Utilities	\$3,566.84		
E 101-49860-381		Electric Utilities	\$569.18		
Total			\$16,655.31		

CITY OF NORWOOD YOUNG AMERICA

09/23/21 10:58 AM

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***Check Detail Register©**

Batch: 092721claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
32342	09/27/21	ZUMBERGE, STEVE			
E 101-42200-207		Training Instructional	\$465.00		to replace check #31707
		Total	\$465.00		
		10100 CHECKING	\$53,164.74		

Fund Summary**10100 CHECKING**

101 GENERAL FUND	\$40,902.88
601 WATER FUND	\$3,042.89
602 SEWER FUND	\$8,365.39
603 STORM WATER UTILITY	\$144.75
832 DONATIONS - VFW	\$354.42
833 DONATIONS - LEGION	\$354.41
	\$53,164.74



TO: Mayor Lagergren and NYA City Council Members

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: September 27, 2021

SUBJECT: Request to Cancel Public Hearing Resolution No. 2103 – YMI Properties, LLC

YMI Properties has requested to renegotiate the Redevelopment Agreement for a TIF District at 419 Tacoma Circle to a straight Purchase Agreement which does not require a business subsidy, therefore, the requirement for a public hearing is not necessary.

The said Purchase Agreement between the Norwood Young America City Council and YMI Properties will be reviewed at a future meeting.

Recommended Motion:

Motion to cancel the public hearing of Resolution No. 2103.



TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: September 27, 2021

SUBJECT: Review proposed land purchases in Tacoma West Industrial Park

Nick Anhut with Ehlers & Associates will be present at the meeting to give an update on the proposed land purchases in the Tacoma West Industrial Park.

- Sackett Waconia
 - 740 Tacoma Blvd
 - 211 Tacoma Ave
- Yeager Machine
 - 419 Tacoma Circle
- Greenwood Marina
 - 410 Tacoma Circle
 - 416 Tacoma Circle
 - 420 Tacoma Circle

Discussion Only.

Norwood Young America



Date: September 27, 2021
To: Members of the City Council
From: Carol Lagergren, Mayor and Gary Weiers, Consultant from DDA Human Resources
Re: Selection of Candidates for Interview

Earlier this year, the Norwood Young America City Council approved contracting with DDA Human Resources, Inc. to assist the City with conducting a search for a City Administrator. Advertisement of the position commenced on August 10, 2021, and applications were received through September 7, 2021. There were 18 applicants for the position, and candidates were initially ranked based on background and experience. The top 12 candidates were chosen to move forward and complete a video interview, an information disclosure, and a Work Personality Index. Five candidates withdrew from consideration leaving seven for review by the Council.

Prior to the meeting on September 27, 2021, please review the candidates, and determine your top three using the rating guide included in this packet. Please note that reviewing the candidate information may take 30-45 minutes for each candidate, so please allow enough time for this activity. At the September 27th meeting, Gary will ask each Council member to list their top three choices, and we will then determine the candidates who are the highest rated. Those candidates will be the finalists to be interviewed. If there is no logical cut off point on the number to interview, Gary will facilitate a brief discussion about where the line should be drawn to determine who is interviewed. The recommendation is selecting no less than three or more than five for the interviews.

During the meeting, we can only discuss candidates using an assigned number, because names and other identifying information are not public information until the finalists have been determined. This is a very important fact to keep in mind. After the Council selects finalists, their names can be released. The names of those not selected as finalists can never be made public. In addition, none of the candidate information can be discussed with anyone.

Other discussion items for the meeting on September 27th include:

1. Discussion of possible expense reimbursement for candidates
2. Possible interview components
 - a. Department head "interview"
 - b. Final interview with full Council

Recommendation: Motion to invite Candidates # _____ for an interview.

Norwood Young America



TO: Mayor Lagergren and City Council
FROM: Tony Voigt, Public Service Director
DATE: September 27, 2021
SUBJECT: Second Avenue Infrastructure Improvement Project – Street Width Options

Joshua Eckstein from Bolton & Menk will be present at the Council meeting to introduce options for street widths for the Phase II Second Avenue Infrastructure Project – specifically from Main Street to Shady Lane. There are two options provided in detail on the attached memo for parking from Main Street to Second Street SE – Option 1: Parallel Parking or Option 2: Diagonal Parking (Existing Condition) and details on reducing the street width from Second Street SE to Shady Lane.

Recommended Motion:

Motion to reduce Second Avenue SE width to 37 feet from Shady Lane to Second Street SE.

Motion to choose Option # _____ width and parking from Second Street SE to Main Street.

Norwood Young America



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: (952) 448-8838
Fax: (952) 448-8805
Bolton-Menk.com

September 23, 2021

City of Norwood Young America
Attn: Tony Voigt
310 Elm St W
Norwood Young America, MN 55368

RE: Second Avenue Infrastructure Improvement Project – Street Width Options

Dear Mr. Voigt:

Background:

The City of Norwood Young America recently completed a Street & Utility Reconstruction Scoping Study which identified infrastructure improvements on Second Avenue as a high priority. Phase one improvements, from the 5-Way intersection to the northern Devonshire Drive intersection are currently under construction. The Council has authorized a feasibility study to be completed for phase two, from the northern Devonshire Drive intersection to Main Street. The feasibility study will outline all recommended improvements to streets and utilities as well as identify costs and assessments within the project area.

One design component within the feasibility study is verifying and selecting proposed sidewalk locations and street widths for the project. Phase 1 from the 5-way intersection to the northern Devonshire Drive intersection was decided to be 37 feet wide matching the original width. The existing street from the northern Devonshire Drive Intersection to Shady Lane is 37 feet wide. From Shady Lane to Main Street the existing street widens out to accommodate parallel and angled parking.

Parks commission reviewed and discussed existing and potential sidewalk locations within the project area. The commission recommended not to move forward or pursue a sidewalk extension along 2nd Avenue from the 5-Way intersection to 2nd Street. Cost, additional maintenance and property owner responsibility were reasons for the recommendation. The commission also recommended removal of the sidewalk along the east side of 2nd Avenue from 2nd Street to 201 Main Street as shown on the attached Figure #1 due to condition and existence of a sidewalk on the west side of the street.

Findings:

Second Avenue from the 5-Way intersection to Shady Lane is 37 feet wide. From Shady Lane to Second Street, it changes to approximately 42 feet wide and from Second Street to Main Street it is approximately 55 feet wide. Sidewalk facilities exist on both the east and west side of the street. Current conditions are as follows:

- Second Avenue from Second Street to Main Street
 - Curb to curb width = 55 feet
 - Angled parking allowed on both sides of the street
 - Approximately 52 Existing parking stalls Second Street to First Street
 - Approximately 38 Existing parking stalls First Street to Main Street
 - Sidewalk located on both sides of the street
 - Sidewalk connections located at Second Street (to the West), First Street (to the East) and Main Street (both directions)
 - Special Uses within this area:

Name: Second Avenue Infrastructure Improvements
Date: September 23, 2021

- St. John's Lutheran Church (West Side)
- Waconia Dodge (West Side)
- Ernst Apartments (East Side)

Based on existing conditions we have identified two optional street configurations for consideration.

Option 1 – Parallel Parking:

Option 1 is graphically depicted on the attached Figure 1 Parallel Parking.

Option 1 consists of reducing the existing street from 55-feet to 41-feet. This width would allow two lanes of traffic with parallel parking on both sides of the street. The number of parking stalls would be reduced to approximately 27 stalls between Second Street and First Street and approximately 20 stalls between First Street and Main Street. This is a total reduction of approximately 43 stalls combined between the two blocks. This option would allow the existing sidewalk on the west side of the street to remain in place thereby reducing the overall cost of the project. The sidewalk on the east side is recommended to be removed, except adjacent to the Ernst Apartments, due to its condition and because it is parallel or redundant to the sidewalk on the west side.

By reducing the street width and eliminating the east side sidewalk, a 12% reduction of pavement surface area is achieved which will eliminate the need to provide a stormwater quality, rate control and volume reduction facility within the project limits. Based on current Carver County Watershed Management Organization (CCWMO) rules for linear transportation projects, if a net reduction of 10% or greater can be achieved the project is then exempt from stormwater treatment requirements.

Estimated project cost savings for this option is \$215,000 (165,000 Street + 50,000 Stormwater Quality)

Option 2 – Diagonal Parking (Existing Condition):

Option 2 is graphically depicted within the upper viewport of the attached Figure 1 Parallel Parking. Option 2 consists of street reconstruction from Second Street to Main Street to its current width of 55 feet wide. The current road use allows angled parking on both sides of the street. Under current conditions vehicles have been observed to be parked at various angles from parallel to 90-degree due to lack of pavement markings. The current street width and angled parking results in inadequate drive lane widths when parking occurs at angles steeper than 45-degrees. Pavement markings which will define each angled parking stall are recommended to be installed as part of this option to maximize parking and maintain a consistent vehicle angle. 45-degree angled parking stalls are recommended, although this angle still results in slightly substandard drive lane widths. The total number of parking spaces would remain approximately the same as the current condition. The sidewalk on the west side of the street will need to be reconstructed due to the location and proximity of the curb and gutter. The sidewalk on the east side of the street is proposed to be removed due to condition and redundancy.

Please keep in mind that even though the total project cost is higher for Option 2 it does not result in higher assessments. Assessments are based on a standard street width and additional width is paid by the City. Additionally, if the existing street width is maintained, stormwater quality requirements will need to be met and incorporated into the project.

Name: Second Avenue Infrastructure Improvements
Date: September 23, 2021

Conclusion:

We recommend reducing the street width to 37 feet from Shady Lane to Second Street. This will result in a consistent street width from the 5-Way intersection to Shady Lane.

Based on existing conditions and function of the roadway from Second Street to Main Street, either option discussed above is feasible. Factors to consider in selecting which option to choose:

1. Option 1 is less expensive (\$200,000 savings)
2. Option 1 is more consistent with the corridor to the south.
3. Option 2 maintains existing parking
4. Option 2 provides the same functional use as the existing roadway

Additional Project Information:

The project is planned to be financed through a Chapter 429 bond similar to past projects. A portion of the street and utility costs are allocated and assessed to properties adjacent to the project. This project is recommended to be assessed, following the adopted assessment policy, based on the Unit method, and apportioned as shown within the attached preliminary assessment roll. A policy has been carried forward from past projects which assigns one unit to each residential property and one unit per 75 feet (rounded down to nearest whole number, of front footage for all other uses including apartments, Churches and commercial properties.

No formal action is requested on this item, however if you have questions or concerns with the assessment allocation of units as presented within the attached preliminary assessment roll, please bring those forward so that any concerns can be addressed before finalizing the feasibility study document.

Please let me know if you have any questions or require any more information about this potential project.

Sincerely,

Bolton & Menk, Inc.



Joshua Eckstein, P.E.

Cc: Jake Saulsbury, Bolton & Menk



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: September 27, 2021

RE: Elevated Tank Removal

I am proposing to remove the Elevated Tank at 430 Wilson St. This Elevated Tank aka Water Tower was originally built in 1993 to serve the community of Norwood. The elevation of this tower did not match the existing elevation of the Water Tower built for the community of Young America in 1992. Since the elevations did not match, the two towers could not be operated in unison on the same water system. For this reason and the anticipated population expansion, the new South Tower at 640 Tacoma Boulevard was constructed in 2008. The new tower was a 750,000 gallon unit versus the old Norwood tower which was 300,000 gallon. The old Norwood tower has been out of service since 2008 when the new South Water Tower was built.

To repair the old Norwood Tower and put it back in service, would be very costly. We would need to setup up containment to sandblast the entire structure down to bare metal inside and out and recoat all surfaces. We would also need special valving to control the water level in the tower since it is not built and the correct elevation to work with the existing towers in the community. The containment, coating, and special valving has been estimated at costing more than building a new 300,000 gallon tank. The old Norwood tank is a multi-legged structure which increases the cost for painting and maintaining the exterior in the future.

I created an RFQ and solicited to 5 contractors to remove the elevated structure down to the foundation. I have included below the 2 quotes I received from qualified contractors that have the experience and the knowledge to remove this tank safely and responsibly.

- | | |
|--------------------------|-----------|
| • Iseler Demolition | \$21,600 |
| • Steinhagen Enterprises | \$102,270 |

The city has budgeted \$40,000 in Capital Outlay in the Water Fund for 2021. The first part of the project is proposed to take the tower down to the foundation. I will create an RFQ to get the foundation removed at a later date. The foundation work was estimated at \$16,000. With the tower demolition costing \$21,600, we would have \$18,400 left in this budget to complete the work.

Suggested motion: Motion to hire Iseler Demolition to remove the Elevated Tank located at 430 Wilson St W for the amount of \$21,600.

Norwood Young America



REQUEST FOR QUOTES

Norwood Young America Elevated Tank Removal

City of Norwood Young America
310 Elm Street W.
P.O. Box 59
Norwood Young America, MN 55368

I. GENERAL PROVISIONS

- A. The City of Norwood Young America is accepting quotes to remove the Elevated Water Tank located at 430 Wilson St West Norwood Young America, MN 55368.
- B. Quotes submitted must provide complete information as indicated in this request. Deadline for submitting quote is **8:00 a.m., Thursday September 23rd, 2021.**
City of Norwood Young America
Attention: Tony Voigt
P.O. Box 59
Norwood Young America, MN 55368
- C. Questions and inquiries regarding this request should be directed to:
Tony Voigt
Public Service Director
P.O. Box 59
Norwood Young America, MN 55368
(320) 761-5008
tvoigt@cityofnYA.com

II. Scope of Work

- A. Remove the elevated water storage tank
- Contractor is responsible to dismantle and remove the existing elevated tower and all materials located/attached to the existing concrete foundations
 - Contractor is responsible for protecting all extremities from falling debris during removal.
 - Contractor is responsible for any permits that will be required
 - Contractor is responsible to remove and salvage the existing aircraft warning lights and deliver to the city.

III. Insurance

The successful Contractor shall carry the following minimum limits of insurance coverage and provide proof of such to the City. The City shall be listed as an Additional Insured.

Commercial General Liability per occurrence for bodily injury and property damage	\$1,000,000
Aggregate Automobile Liability	\$2,000,000 \$1,000,000
Workers Compensation and Employers' Liability	\$500,000

IV. Project Completion

The scope of work is to be completed by **December 31st, 2021.**

V. Contractor Warranty

Contractor shall warrant their workmanship.

VI. City Responsibilities

- a. The city will obtain permission to use the property to the west of the Elevated Tower Property to allow room for staging and tank removal.
- b. The city will be responsible to disconnect the power to the tower.

VII. Job Site Clean-up

The Contractor is responsible for cleaning up after themselves which includes making sure all fallen debris is picked up.

VIII. Quote

Quotes shall be provided as a whole dollar amount for the entire scope of work.

IX. Right to Reject Quotes

The City reserves the right to reject any and all quotes received.

X. Disclaimer

The City of Norwood Young America shall not be liable for any costs incurred by a contractor responding to this request for quotes or for any costs associated with discussions required for clarification of items related to this quote.

CONTRACTOR'S QUOTE

Company name: _____

Contact Person: _____

Title: _____

Address: _____

Phone Number: _____

Quote: \$ _____

Signature: _____

Date: _____

CONTRACTOR'S QUOTE

Company name: ISELER DEMOLITION, INC.

Contact Person: Scott C. Iseler

Title: President

Address: ISELER DEMOLITION, INC.
7840 PORTLAND AVE. - ROOM 5
P.O. BOX 185
PORT HOPE, MI 48468

Phone Number: 989 428 4216

Quote: \$ 21,600.- twenty one thousand six hundred

Signature: Scott C Iseler

Date: 9-17-21

CONTRACTOR'S QUOTE

Company name: Steinhagen Enterprises, Inc.

Contact Person: Al Steinhagen

Title: President

Address: 8815 Tiller Ave. NYA, MN 55397

Phone Number: 952-657-2294

Quote: \$102, 270.00

Signature: _____

Date: September 22, 2021



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: September 27, 2021

RE: South Park Warming House Electrical Upgrade Project

The Warming House was replaced at South Park in 2019. At that time, we installed new electrical wiring in the building which included a new meter socket on the North side of the building. The intent was to install a new underground service and vacate the outdated overhead wiring on the existing dilapidated power pole located near the Northeast corner of the building.

Along with the improved electrical service, I intend to have new LED lighting installed which lights the hockey rink and free skate area. The existing lights are quartz halogen lights which are not very bright, extremely energy inefficient and require multiple bulb change outs each year. We intend to replace the 6 Halogen lights on the hockey rink with 4 LED Flood lights and replace the 2 halogen lights over the free skate area with one LED. This should provide sufficient light over the area with increased reliability and energy efficiency. I contacted a lighting representative for the proper light specification. I was directed to install a LED flood light for maximum area coverage versus installing a traditional parking lot area light. The lighting dynamics cut sheet I received, illustrated this is this proper amount of light for this area.

The existing light poles appear to be in good condition along with the wiring and conduit. We plan to reuse these items and keep them in service.

I created an RFQ to obtain quotes and solicited to 4 contractors. I received the 2 quotes as follows. One of the contractors did not have time left on there schedule to complete this project this calendar year.

- | | |
|-----------------------|--------|
| • Norwood Electric | \$4420 |
| • A1 Electric Service | \$7220 |

The Parks Commission made a recommendation to include this project as a priority to be completed in 2021. The city had budgeted \$8000 for this upgrade in the 2021 Parks Capital Outlay. The deadline for the project is December 15, 2021 as defined in the RFQ.

Suggested Motion: Motion to hire Norwood Electric to complete the South Park Warming House Electrical Upgrade Project for the amount of \$4420.

Norwood Young America



REQUEST FOR QUOTES

Norwood Young America South Park Warming House Electrical Upgrade Project

City of Norwood Young America
310 Elm Street W.
P.O. Box 59
Norwood Young America, MN 55368

I. GENERAL PROVISIONS

- A. The City of Norwood Young America is accepting quotes to replace the overhead lighting with LED and install new electric service line
- B. Quotes submitted must provide complete information as indicated in this request.
Deadline for submitting quote is **8:00 a.m., Thursday September 23rd, 2021.**
City of Norwood Young America
Attention: Tony Voigt
P.O. Box 59
Norwood Young America, MN 55368
- C. Questions and inquiries regarding this request should be directed to:
Tony Voigt
Public Service Director
P.O. Box 59
Norwood Young America, MN 55368
(320) 761-5008
tvoigt@cityofnya.com

II. Scope of Work

- A. Install LED light fixtures on existing poles
- Remove the existing 7 overhead halogen lights on the existing light poles located on the East side and West side of the Hockey Rink. Install 5 LED flood light replacements on the existing poles. The West pole will have 2 LED flood lights aimed at lighting the West side of the Hockey Rink. The East pole will have 2 LED flood lights aimed at lighting the East side of the Hockey rink, and 1 LED flood light aimed to illuminate the free skate area.
- B. Install a new electrical service line to the warming house
- Remove all existing electrical wiring to the existing power pole located at the Northeast corner of the warming house which includes disconnecting the overhead service, disconnecting the service wire into the warming house, and disconnecting the wiring that powers the existing light on the pole. The entire pole will be removed once the project is complete.
 - Install approximately 50' of new service line from the existing Xcel power pole to the existing meter socket on the north side of the warming house.
 - Contractor will be required to remove all spoil piles and level all disturbed areas to previous project conditions
 - Contractor is required to obtain all required permits and coordinate with Xcel Energy to move the electrical services on their existing pole
- C. LED Flood light specifications
- The flood lights shall be an LSI T2XFL-LED-50L-F-40 or equivalent. If equivalent light is desired, please submit specs for approval.

D. Location

- The project is located at South Park which is 321 South St W Norwood Young America, 55368

III. Insurance

The successful Contractor shall carry the following minimum limits of insurance coverage and provide proof of such to the City. The City shall be listed as an Additional Insured.

Commercial General Liability per occurrence for bodily injury and property damage	\$1,000,000
Aggregate	\$2,000,000
Automobile Liability	\$1,000,000
Workers Compensation and Employers' Liability	\$500,000

IV. Project Completion

The scope of work is to be completed by **December 15th, 2021**.

V. Contractor Warranty

Contractor shall warrant their workmanship.

VI. City Responsibilities

- a. City will be responsible for disposal of all removed materials
- b. City will be responsible for removing the existing overhead light/power pole once all services are vacated
- c. City will seed the disturbed areas when project is complete
- d. City will patch any blacktop areas that need to be removed to allow trenching the new underground service.

VII. Job Site Clean-up

The Contractor is responsible for cleaning up after themselves.

VIII. Quote

Quotes shall be provided as a whole dollar amount for the entire scope of work.

IX. Right to Reject Quotes

The City reserves the right to reject any and all quotes received.

X. Disclaimer

The City of Norwood Young America shall not be liable for any costs incurred by a contractor responding to this request for quotes or for any costs associated with discussions required for clarification of items related to this quote.

CONTRACTOR'S QUOTE

Company name: _____

Contact Person: _____

Title: _____

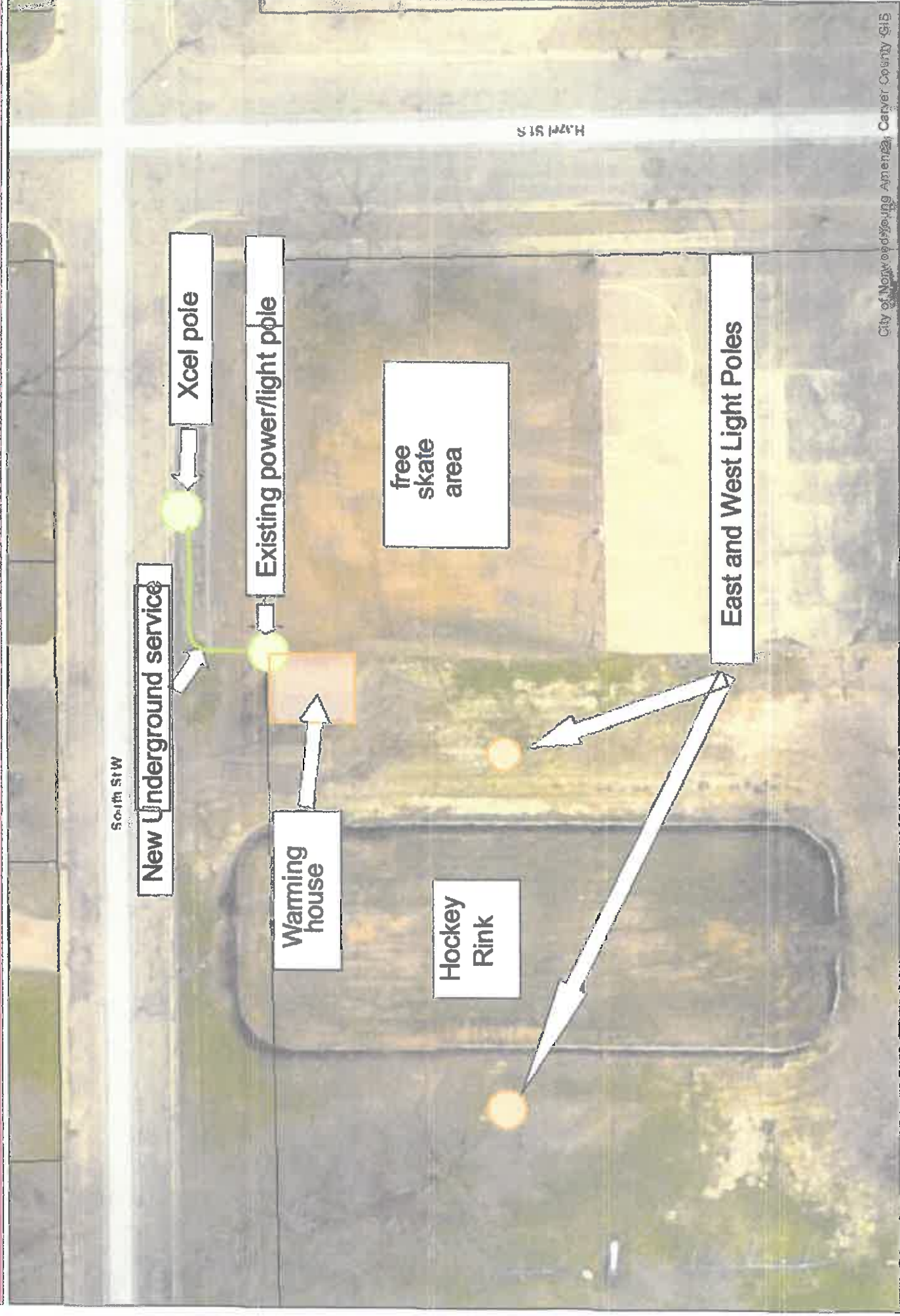
Address: _____

Phone Number: _____

Quote: \$ _____

Signature: _____

Date: _____



CONTRACTOR'S QUOTE

Company name: Norwood Electric

Contact Person: Bill

Title: Owner

Address: 215 Elm St. / P.O. Box 157 - NYA

Phone Number: 952-467-2401

Quote: \$ 4420.00

Signature: William J. Rundell

Date: _____

CONTRACTOR'S QUOTE

Company name: A-1 Electric Service

Contact Person: Ted LaFrance

Title: Owner

Address: 348 Industrial Blvd. Waconia, MN 55387

Phone Number: 952-442-5332 or Ted's Cell 651-764-9519

Quote: \$7,220.00

Signature:



Date: 9-22-21

NOTE: Fixture spec'd is MFD per cut sheet in email to Tony Voight.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: September 27, 2021

RE: Concrete Raising and Leveling

I am proposing to hire a concrete raising/leveling contractor to remove trip hazards in the designated areas on the included maps of the included RFQ. I have proposed these specific areas in town since we have previously experienced trips and falls.

The process of raising and leveling concrete works on areas that currently have concrete in good condition with minimal cracking. This saves time and money by not having to demo and replace the concrete in the settled areas. We did quite a bit of slab leveling and raising in 2019 around City Hall and the Heritage Center. These areas have not settled or needed extra attention since 2019.

I am proposing to hire contractors to mud jack the areas. Mud Jacking is the process of drilling a hole, using a pump to force a concrete and aggregate slurry into the void under the slab which raises the slab, and then filling the hole level with concrete to complete the process. The concrete and aggregate slurry will then harden and keep the void filled not allowing the slab to resettle.

I created an RFQ to obtain quotes. I solicited to 4 contractors included the 2 quotes I received below.

- | | |
|-------------------------------|----------|
| • Northstar Mudjacking & More | \$16,800 |
| • Cement Raising Inc. | \$17,075 |

The deadline for the project is set for December 31, 2021. We planned for \$15,000 of sidewalk repair in 2021. This money is budgeted in the Repair/Maintenance Bldg/Grounds line item under Hwys, Streets & Roads for 2021. As of the August 19, 2021 budget reflected we have \$43,590.58 left under this line item.

Suggested Motions: Motion to hire Northstar Mudjacking & More to Raise and Level the designated Concrete areas for the amount of \$16,800

Norwood Young America



REQUEST FOR QUOTES

Norwood Young America Concrete Raising and Leveling

City of Norwood Young America
310 Elm Street W, PO box 59
Norwood Young America, MN 55368

I. GENERAL PROVISIONS

- A. The City of Norwood Young America is accepting quotes to raise/level designated concrete sidewalks, aprons and curb and gutter
- B. Quotes submitted must provide complete information as indicated in this request.
Deadline for submitting quote is **8:00 a.m., Thursday September 23rd, 2021.**
City of Norwood Young America
Attention: Tony Voigt
P.O. Box 59
Norwood Young America, MN 55368
- C. Questions and inquiries regarding this request should be directed to:
Tony Voigt
Public Service Director
P.O. Box 59
Norwood Young America, MN 55368
(320) 761-5008
tvoigt@cityofnya.com

II. Scope of Work

- A. Remove trip hazards in identified areas
- Sidewalk areas identified should be inspected for any trip hazard exceeding ¼" elevation change and corrected. Especially the areas where the sidewalk meets the back of curb.
 - All stoops identified should be raised to match existing entry height at building
 - All identified curbs should be raised to match existing curbs adjacent to itself.
- B. Specifications of concrete raising
- Contractor is to use a Portland based product with an aggregate slurry to fill the voids beneath the panels to raise them level with surroundings
 - Properly fill holes left from lifting the panels
- C. Locations
- Locations will be identified on the included maps

III. Insurance

The successful Contractor shall carry the following minimum limits of insurance coverage and provide proof of such to the City. The City shall be listed as an Additional Insured.

Commercial General Liability per occurrence for bodily injury and property damage	\$1,000,000
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Aggregate	\$2,000,000
Automobile Liability	\$1,000,000

Workers Compensation and Employers' Liability	\$500,000
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IV. Project Completion

The scope of work is to be completed by **December 31st, 2021**.

V. Contractor Warranty

Contractor shall warrant their workmanship.

VI. Job Site Clean-up

The Contractor is responsible for cleaning up after themselves.

VII. Quote

Quotes shall be provided as a whole dollar amount for the entire scope of work.

VIII. Right to Reject Quotes

The City reserves the right to reject any and all quotes received.

IX. Disclaimer

The City of Norwood Young America shall not be liable for any costs incurred by a contractor responding to this request for quotes or for any costs associated with discussions required for clarification of items related to this quote.

CONTRACTOR'S QUOTE

Company name: _____

Contact Person: _____

Title: _____

Address: _____

Phone Number: _____

Quote: \$ _____

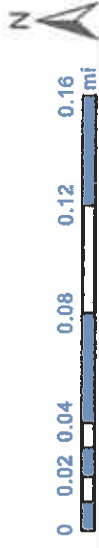
Signature: _____

Date: _____

CITY OF NORWOOD YOUNG AMERICA

Oak St Co Rd 33 Sidewalk areas

Map Date: 9/20/2021

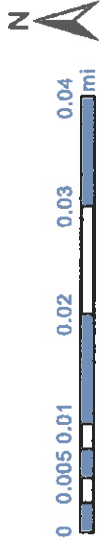


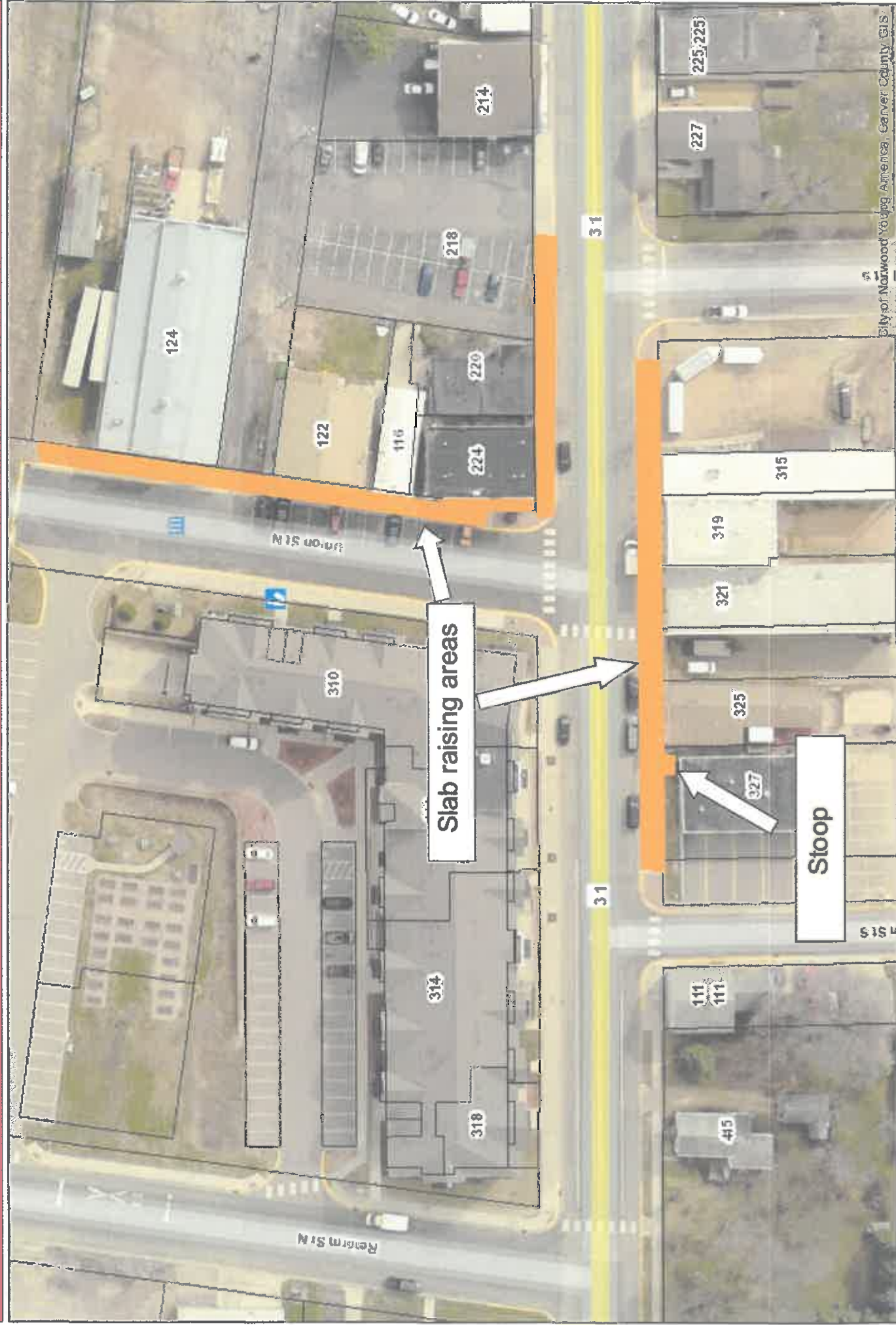


CITY OF NORWOOD YOUNG AMERICA

Wilson St Reform Co RD 33 curb areas

Map Date: 9/20/2021







CONTRACTOR'S QUOTE

Company name: NORTHSTAR MUSICAKING & MORE

Contact Person: CHRIS HELFER

Title: OWNER

Address: 11400 E 280TH ST WEBSTER, MN 55088

Phone Number: 651 405 6717

Quote: \$ 16,800.00

Signature: [Signature]

Date: 9/23/2021

CONTRACTOR'S QUOTE

Company name: Cement Raising Inc.

Contact Person: Greg Liesener


Title: Owner - Estimator

Address: 7440 W. 126th St. Savage

o: 952-949-0734

Phone Number: c: 612-919-6559

Quote: \$ 17,075.00 = 342 sections

Signature: 

Date: 9/21/21



TO: Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, Clerk-Treasurer

DATE: September 27th, 2021

RE: 2022 Preliminary Property Tax Levy and General Fund Budget

Attached is Resolution 2021-23, Preliminary Property Tax Levy Payable 2022. The Preliminary Levy reflects a 3.55% or \$107,060 increase. The total preliminary levy is \$3,124,167. This is excluding the EDA levy which you approved at the EDA meeting earlier.

If you include the EDA levy, the total increase is 3.58% or \$110,202. Including the \$63,282 levy for EDA the entire amount is \$3,187,449.

Also attached is Resolution 2021-24, Preliminary General Fund Operating Budget. This preliminary budget reflects a decrease of \$55,100 or (2.23%). Part of the decrease is due to moving \$130,000 out of the General Fund and levying directly to the Street Improvement Fund instead. Enclosed is a copy of the 2022 Revenues and Expenditures Budget.

There hasn't been any changes made to the levy or General fund but I did add \$45,000 in the Sewer Expenditure for Capital Outlay. This is the amount given by the Public Service Director for the Trilane lift station panel upgrade. This increase shows the Sewer Fund with a deficit budget of \$236,899 for 2022.

The changes for the Capital Equipment Fund have been sent to AEM to add to the Long Range Plan schedule.

Just a reminder that by Statute the City must approve the preliminary 2022 payable property tax levy and budget prior to September 30th and it must be certified to the County no later than September 30th. After this levy is set, the Council may decrease the levy but cannot increase it.

Proposed is to set a public hearing on the proposed final 2022 Property Tax Levy and Budget for 6:00 p.m., December 6th in the City Council Chambers.

RECOMMENDATION:

Motion to approve Resolution 2021-23, A Resolution Adopting 2021 Preliminary Property Tax Levy for the City of Norwood Young America for Collection in 2022.

Motion to approve Resolution 2021-24, A Resolution Adopting the 2022 Preliminary General Fund Operating Budget for the City of Norwood Young America.

Motion to schedule the Truth in Taxation public hearing on the 2022 Property Tax Levy and Budget for 6:00 p.m., December 6th, 2021.

RESOLUTION 2021-23

A Resolution adopting Fiscal Year 2021 Preliminary Property Tax Levy for the City of Norwood Young America for collection in 2022

WHEREAS, the City of Norwood Young America is dependent upon collection of property taxes to fund a portion of its operating budget and to pay bonded debt obligations.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Norwood Young America, Carver County, Minnesota, hereby adopts the following property tax levy for collection in 2022 upon taxable property in the City of Norwood Young America for the following purposes:

General Fund Levy	\$1,606,558
2009 Taxable Public Project Lease Revenue Bonds	\$141,013
2016A GO Bonds	\$144,592
2020A GO Bonds	\$389,032
2021A GO Bonds	\$ 70,772
Fund 275 - Capital Replacement	\$642,200
Fund 498 - Street Improvement	<u>\$130,000</u>
Total Property Tax Levy	\$3,124,167

Adopted by the Norwood Young America City Council this 27th day of September 2021.

Carol Lagergren, Mayor

Attest:

Angela Brumbaugh, City Clerk/Treasurer



Date: September 27, 2021

To: Mayor Lagergren and Members of the City Council

From: City Staff

Re: Public Access to lakes within the city limits.

City staff has started researching options for public access to lakes within the city limit. Attached please find the following pieces of information for discussion purposes.

- Overview of Water Law Basics from the DNR website
(https://www.dnr.state.mn.us/waters/watermgmt_section/pwpermits/waterlaws.html)
- Detailed map showing WMOs, WDs and county boundaries. The City of Norwood Young America is in the Carver County Soil and Water Conservation District.
- Detailed map of the city showing public and private land around lakes within the city boundaries.

Motion: Discussion only

Norwood Young America



Water law basics

Who owns the bed of a lake, marsh, or stream?

When a water basin or watercourse is "navigable" under the federal test, the State of Minnesota owns the bed below the natural ordinary low water level (see: [Lamprey v. State](#) PDF, 52 Minn. 1981, 53 NW 1139 [1893]; and [United States v. Holt State Bank](#) PDF, 270 U.S. 49 [1926]). The federal test used for navigability is: "when they are used, or are susceptible of being used, in their natural and ordinary condition, as highways for commerce, over which trade or travel are or may be conducted" (see: [State v. Longyear Holding Co.](#) PDF 224 Minn 451, 29 NW 2d 657 [1947]). If a court has found that a lake is non-navigable and meandered, the shoreland owners own the bed of a lake in severalty (see: [Schmidt v. Marschel](#) PDF, 211 Minn 543, NW 2d 121 [1942]). If a stream is non-navigable but has been meandered, the shoreland owners own to the thread (centerline) of the stream. If a lake or stream is non-navigable and not meandered, ownership of the bed is as indicated on individual property deeds.

Also see: [Pardon Me Myth! - Who Owns the Lake Bed?](#) PDF

What are riparian rights?

Riparian rights are property rights arising from owning shoreland. They include the right to wharf out to a navigable depth; to take water for domestic and agricultural purposes; to use land added by accretion or exposed by reliction; to take ice; to fish, boat, hunt, swim; to such other uses as water bodies are normally put (see: [Sanborn v. People's Ice Co.](#) PDF 82 Minn 43, 84 NW 641 [1900] and [Lamprey v. State](#) PDF, 52 Minn 181, 53 NW 1139 [1883]). The riparian owner has the right to make use of the lake over its entire surface (see: [Johnson v. Seifert](#) PDF 257 Minn 159, 100 NW 2d 689 [1960]).

What are riparian duties?

It is the duty of the riparian owners to exercise their rights reasonably, so as not to unreasonably interfere with the riparian rights of others (see: [Petraborg v. Zontelli](#) PDF, 217 Minn 536, 15 NW 2d 174 [1944]). They cannot dike off and drain, or fence off, their

Norwood Young America



part of the waterbody (see: [Johnson v. Seifert](#) PDF). It is a public nuisance and a misdemeanor to "interfere with, obstruct, or render dangerous for passage waters used by the public" (see: [Public Nuisance Law, Minnesota Statute 609.74](#)

What are public rights?

Where the public is a riparian landowner, such as a public road abutting the water or at a public access, the public has riparian rights (see: [Flynn v. Beisel](#) PDF, 257 Minn. 531, 102 N.W .2d 284 [1960].).

Additional information

Minnesota case law has established that a public road abutting a body of water gives the public riparian rights to the water. Riparian rights exist whether or not the lake is navigable or public and regardless of who owns the bed. Riparians are entitled to exercise their rights over the entire surface of the lake. One riparian cannot keep others from using all of the lake. Where access to a "wetland" is available from a public road, [Minnesota Statutes Section 103G.235](#) provides the following: "In order to protect the public health or safety, local units of government may establish by ordinance restrictions upon public access to any wetlands from city, county or township roads which abut wetlands." In all other cases (i.e., state or federal roads abutting "wetlands" or any public road abutting a "public water"), the public has the riparian right of access.

Trespassing on private property

The belief that the state owns a strip of land around all Minnesota lakes for public use is **absolutely false**. Riparian property (property abutting a lake, river, or wetland) is either privately or publicly owned. The general public can access water bodies or watercourses via public property, but not through private property. Individuals entering private property without permission from the landowner are trespassing and may be prosecuted under the state trespass laws. It is illegal to trespass on private property in order to gain access to a water body or watercourse without first obtaining the verbal or written permission from a landowner.

For more on water law, see: [Water Statutes and Rules](#).

Norwood Young America

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Metro Water Management Authorities

The map displays the following areas:

- Anoka Conservation District**: Includes Upper Rum River, Lower Rum River, Elm Creek, Pioneer-Sarah Creek, Minnehaha Creek, Shingle Creek, Bassett Creek, Riley-Purgatory-Bluff Creek, Nine Mile Creek, and Lower Minnesota River.
- Ramsey Conservation District**: Includes Sunrise River, Coon Creek, Rice Creek, and Vadna's Lake Area.
- Washington Conservation District**: Includes Comfort Lake Forest Lake, Carnelian-Marine, Browns Creek, Middle St. Croix River, Valley Branch, South Washington, and Vermillion River.
- Carver Soil & Water Conservation District**: Includes Carver County and surrounding areas.
- Scott Soil & Water Conservation District**: Includes Scott County and surrounding areas.
- Dakota Soil & Water Conservation District**: Includes North Cannon River and surrounding areas.
- Eagan-Inver Grove**, **Richfield-Bloomington**, and **Black Dog** are also labeled.

Organization Type Legend:

- Watershed District (Blue outline)
- Joint Powers WMO (Red outline)
- County (Green outline)
- Cities / Townships (Black outline)
- SWCDs (Yellow outline)

Minnesota Board of Water & Soil Resources
Updated August 2016

[illegible]

Metro Water Management Authorities

Organization Type

- Watershed District
- Joint Powers WMO
- County
- Cities / Townships
- SWCDs

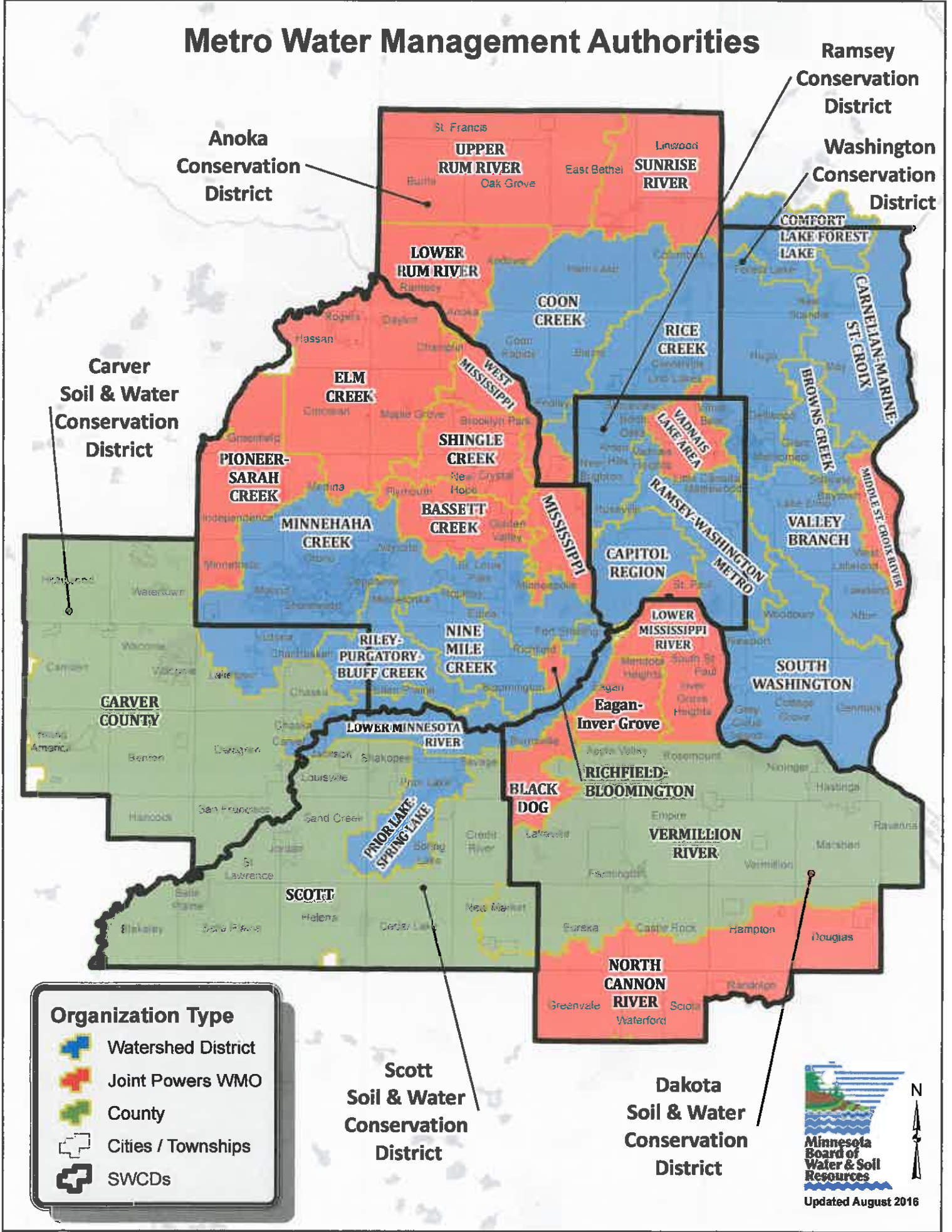
Map Labels:

- Watershed Districts:** UPPER RUM RIVER, LOWER RUM RIVER, COON CREEK, RICE CREEK, ELM CREEK, SHINGLE CREEK, BASSETT CREEK, MINNEHAHA CREEK, PIONEER-SARAH CREEK, RILEY-PURGATORY-BLUFF CREEK, NINE MILE CREEK, LOWER MINNESOTA RIVER, PRIOR LAKE-SPRING LAKE, SCOTT, BLACK DOG, RICHFIELD-BLOOMINGTON, VERMILION RIVER, NORTH CANNON RIVER, SOUTH WASHINGTON, VALLEY BRANCH, BROWNS CREEK, CARNELIAN-MARINE, COMFORT LAKE FOREST LAKE, RAMSEY-WASHINGTON METRO, CAPITOL REGION, Eagan-Inver Grove, RAMSEY, WASHINGTON CONSERVATION DISTRICT, RAMSEY CONSERVATION DISTRICT.
- Counties:** CARVER COUNTY, GARVER COUNTY.
- Other Labels:** Anoka Conservation District, Carver Soil & Water Conservation District, Scott Soil & Water Conservation District, Dakota Soil & Water Conservation District, Minnesota Board of Water & Soil Resources.

Updated August 2016

[illegible][illegible]

- [illegible]



Metro Water Management Authorities

The map displays the following areas:

- Anoka Conservation District**: Includes Upper Rum River, Lower Rum River, Elm Creek, Pioneer-Sarah Creek, Minnehaha Creek, Riley-Purgatory-Bluff Creek, and Lower Minnesota River.
- Ramsey Conservation District**: Includes Sunrise River, Coon Creek, Rice Creek, and Valley Branch.
- Washington Conservation District**: Includes Comfort Lake Forest Lake, Carnelian-Marine, Browns Creek, Middle St. Croix River, and South Washington.
- Carver Soil & Water Conservation District**: Includes Garver County.
- Scott Soil & Water Conservation District**: Includes Prior Lake Spring Lake and Scott.
- Dakota Soil & Water Conservation District**: Includes North Cannon River.
- Eagan-Inver Grove**: A specific area within the Egan-Richfield-Bloomington area.
- Other Areas**: Capitol Region, Vermillion River, Black Dog, Richfield-Bloomington, and Vermillion.

Organization Type Legend:

- Watershed District (Blue outline)
- Joint Powers WMO (Red outline)
- County (Green outline)
- Cities / Townships (Black outline)
- SWCDs (Yellow outline)

Minnesota Board of Water & Soil Resources
Updated August 2016